

Final Plat and Replat Check List

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

- ☐ Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state
- ☐ Legend, if abbreviations or symbols are used
- ☐ Name, address and phone number for owner, applicant, and surveyor
- ☐ Location/vicinity map
- ☐ North arrow and scale appropriate for the level of detail – multiple sheets may be required
- ☐ Legal (metes and bounds) description with total acreage
- ☐ Property boundary with dimensions and bearings
- ☐ Property is to be tied to original survey and abstract corner
- ☐ Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
- ☐ Lots and blocks with lot and block numbers. For single family, two family, and town home developments, include a table of lot and block numbers with the square footage of each lot (can be an 8 ½ x 11 for the file)
- ☐ Building Lines (for MF-1, MF-2, SF and 2F residential uses only)
- ☐ Existing and proposed location of streets and alleys, right-of-way widths, and names of streets
- ☐ Right-of-way dedications or reservations
- ☐ Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc... Show all bearing and distance information on existing and proposed easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county
- ☐ Filing information for all existing easements and rights-of-way
- ☐ Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents
- ☐ Locations, material, and size of all monuments. Two new concrete monuments showing X, Y, and elevation coordinates of the development must be set, using state plane coordinates. Designate existing and proposed monuments
- ☐ Outline of all property offered for dedication for public use
- ☐ Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
- ☐ Existing and proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site." A floodplain reclamation study is required with the engineering plans if reclamation is proposed
- ☐ Surveyor's certificate (signed and sealed) with notary block
- ☐ City approval signature block located on the right side of the page (See page 35)

- ❑ Certificate of ownership with notary block(s)
- ❑ Dedication language for easements (fire lane, landscape, Visibility and Maintenance, utility, access, drainage and floodway, and drainage and detention)
- ❑ Note stating which single-family district standards apply to the subdivision (if applicable)
- ❑ List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."
- ❑ **For residential replats only** - List of all property owners within 200 feet of the property within the subdivision to be replatted. The worksheet calculating postage due and peel-off address labels with the names must be submitted with the application.
- ❑ **For all replats** – purpose of replat statement (i.e.: "The purpose of this replat is to add a five-foot utility easement along the front of Block A, Lots 1-9.")
- ❑ Additional documents necessary for dedication or conveyance of easements or rights-of-way
- ❑ Other information as considered essential by the Planning & Zoning Commission or City Council may include:
 - Site plan
 - Façade plan
- ❑ In addition, the following plans shall be submitted with a final plat application and approval necessary prior to final authorization for development:
 - Any necessary offsite easements
 - Engineering Plans
 - Landscape Plans
 - Screening Plans
 - Detailed Tree Survey and Tree Preservation Plans

Preparer's Signature _____